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8 August 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Procedure for Handling Policy Guideline Papers

1. The DD/I told me that considerable dissatisfaction had been expressed at the Planning Group Luncheon today about the helter-skelter and informal way in which Policy Guideline Papers were being cleared by State with other agencies. As a result, responsibility for clearing has been taken away from George McGhee and the Policy Planning Council and given to U. Alexis Johnson's office.

2. Henceforward Policy Guideline Papers for clearance will be sent in two copies to the office of the DD/I. I am to forward one copy to DD/P for comment. The other copy is for ONE, OCI use. I am at liberty to include my own views as well. It will be my job to prepare a combined Agency comment for transmittal to Secretary Johnson's office.

3. Mr. Amory observed that it might be necessary for high-level intra-agency meetings in the event there was some sharp disagreement between say DD/P and DD/I or within DD/I.

4. We are to maintain a master file of Policy Guideline Papers in this office. These papers will range from drafts all the way through final papers.

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